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THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE  
HUMAN RESOURCES DIVISION  
ONE ASHBURTON PLACE, BOSTON, MA 02108

**PLEASE POST PROMINENTLY**  
**READING LIST ANNOUNCEMENT**

Thomas H. Trimarco  
Secretary

John O'Leary  
Chief Human Resources Officer

**AMENDED: May 25, 2006**

TO: Kevin P. MacCurtain, Commissioner, Boston Fire Department  
Robert Moran, Human Resources Director, Boston Fire Department

FROM: Sally A. McNeely, Director  
Organizational Development Group *Sally A. McNeely*

DATE: May 12, 2006

SUBJECT: PROMOTIONAL EXAMINATION READING LIST

**FIRE CAPTAIN**  
**BOSTON FIRE DEPARTMENT**  
**EXAMINATION DATE – SATURDAY, NOVEMBER 18, 2006**

Candidates are responsible for reading the texts and other materials listed below and on the reverse side of this announcement. Please note carefully which edition and/or date of publication is listed for each item. All examination questions will be based on these materials.

**READINGS REQUIRED BY THE BOSTON FIRE DEPARTMENT**

Please note that only those sections listed below are INCLUDED. Unless otherwise indicated, the effective date of materials used for study is as amended through the release date of this reading list.

Standard Operating Procedures of the Boston Fire Department (Dated February 14, 2006).

1, 1A, 2, 3, 4, 5, 6, 7, 7A, 8, 9, 10, 11, 12, 13, 14, 17, 18, 19, 20, 21, 22, 24, 25, 26, 27, 31, 32, 32A, 32B, 32C, 35, 36, 37, 39, 40, 41, 43, 44, 45, 46, 49, 49A, 49B, 50, 52, 53, 53A, 53B, 54, 55, 56, 57A, 57B, 57C, 58, 59, 60, 60A, 60B, 61, 61 Addendum, 61A, and 61B.

Rules and Regulations of the Boston Fire Department (Dated June 1, 1997).

1, 2, 11, 12, 17, 18, 19, and 20.

Progressive Discipline Guidelines, Boston Fire Department (Dated July 1, 1986).

Boston Fire Department Incident Command System (Dated February 1, 2006).

**REQUIRED READINGS IN FIRE SCIENCE**

First Responder, Bergeron, J. D., Bizjak, G., Krause, G. W., and Le Baudour, C., Seventh Edition, 2005. (Brady Prentice Hall).

Chapters 1-7: (entire chapters)

Chapter 8: pp. 184-222 (start at p. 184 "Cardiopulmonary Resuscitation (CPR)" and stop at p. 188 before "Locating the CPR Compression Site"; start at p. 197 "Two-Rescuer CPR" and stop at p. 211 before "Pediatric CPR"; start at p. 221 "CPR—Responsibilities of the First Responder" and stop at the end of p. 222)

Chapters 9-15: (entire chapters)

Hazardous Materials for First Responders, Third Edition, 2004. (IFSTA)

Chapter 1: (pp. 11-16: start at "First Responder Roles" and stop at the end of p. 16; pp. 17-36: start at "Hazardous Materials Regulations and Definitions" and stop at the end of p. 36)

Chapter 2: (pp. 45-55: start at the beginning of p. 45 and stop at the end of p. 55; pp. 58-77: start at the beginning of p. 58 and stop at the end of p. 77; pp. 81-88: start at "Irritants" and stop at the end of p. 88)

Chapter 3: (pp. 109-221: start at "Part 2 Seven Clues to the Presence of Hazardous Materials" and stop at end of p. 221)

Chapter 4: (pp. 249-274: start at "Analyzing the Incident/Understanding the Problem" and stop at the end of p. 274)

Chapter 5: (pp. 279-308: start at the beginning of p. 279 and stop at p. 308 before "Specific Foam Concentrates")

Chapter 7: (pp. 371-387: start at the beginning of p. 371 and stop at the end of p. 387; pp. 390-393: start at "Decontamination Implementation: and stop at the end of p. 393)

Chapter 9: (pp. 443-479: start at the beginning of p. 443 and stop at p. 479 before "Commercial/Military Explosives"; pp. 496-508: start at "Special Operational Considerations at Terrorist or Criminal Incidents" and stop at the end of p. 508)

Exclude appendices, glossary, tables, and figures.

(Continued)

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Reading List for Promotion to Fire Captain, Boston Fire Department  
Examination Date: November 18, 2006

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Strategic and Tactical Considerations on the Fireground, Smith, J. P., 2002 (Prentice-Hall, Inc.)

Chapter 1: (entire chapter)

Chapter 3: (pp. 62-77: start at "Incident Scene Decision Making" and stop at section "Level 3: Strategy RECEO-VS"; pp. 80-98: start at "Level 4: Tactics" and stop at the end of p. 98)

Chapter 4: (pp. 101-103: start at "Engine Company Operations" and stop at section "Securing and Delivering a Water Supply to the Incident Scene"; pp. 105-116: start at "Utilizing the Water Supply" and stop at section "Basic Ladder Positions"; pp. 117-119: start at "Placing/Raising" and stop at "Innovative Ladder Usage"; pp. 119-143: start at "Ladder Safety" and stop at end of p. 143)

Chapter 6: (entire chapter)

Chapter 7: (pp. 253-350: start at "Basement and Cellar Fires" and stop at section "Operational Guideline"; pp. 350-352: start at "Knowledge of the Building and Its Systems" and stop at section "Use of Elevators"; pp. 353-360: start at "Communication Systems" and stop at section "Fighting the Fire"; pp. 360-367: start at "Firespread" and stop at section "High-Rise Command Structure"; pp. 372-375: start at "Size-Up factors for High-Rise Buildings" and stop at end of p. 375)

Chapter 9: (entire chapter)

Exclude appendices and glossary.

Fire Department Company Officer, Third Edition, 1998. (IFSTA)

Chapters 1, 2 (omit "Volunteer" section on p. 18), 3, 4, 5, 6, 7, 9, 13 (pp. 159-167 only; stop at the section "Business Letters"), 22.

Pumping Apparatus Driver/Operator Handbook, First Edition, 1999. (IFSTA)

Chapter 2 (pp. 11-12 only, stop at the section "Wildland Fire Apparatus")

Chapter 3 (entire chapter)

Chapter 4 (pp. 43-53, stop at section "Driving the Vehicle"; pp. 54-55, start at "Driving Automatic Transmission Apparatus" and stop at "Cruising"; pp. 70-74, start at "Driving Exercises and Evaluation Method" and stop at the end of "Summary of Good Driving Practices", Exclude Charts)

Chapter 5 (pp. 83-89, stop at the section "Positioning Wildland Fire Apparatus"; pp. 98-100, start at "Operations on Highways" and stop at the section "Hazardous Materials Incidents")

Chapter 6 (entire chapter, Exclude Charts)

Chapter 7 (entire chapter, Exclude "Constant Flow Nozzles" on p. 129, Exclude Metric Equivalents, Exclude Formulas)

Chapter 8 (p. 148 only)

Chapter 10 (pp. 208-210, start at "Centrifugal Pumps" and stop at section "Two-Stage Centrifugal Fire Pumps"; pp. 221-240, start at "Pump Piping and Valves" and stop at the end of p. 240)

Chapter 11 (pp. 260-272, Exclude Tables and Charts)

Chapter 13 (pp. 311-323, Exclude Formulas)

Chapter 15 (pp. 355-368, stop at section "Apparatus-Mounted Foam Proportioning Systems")

Glossary (pp. 451-464, only glossary terms related to included chapters and pages)

Collapse of Burning Buildings, Dunn, V., 1988. (Fire Engineering) Exclude appendix.

Fire Inspection and Code Enforcement, Sixth Edition, 1998. (IFSTA)

Chapters 1-8 and all glossary terms related to these chapters.

(Questions concerning the maintenance, inspection and testing of systems will not be included.) Exclude appendices.

Massachusetts General Laws, Chapter 148 (as of the release date of this reading list)

Sections 1, 2, 3, 4, 5, 5A, 8, 9, 10, 10A, 10C, 11, 12, 13, 14, 15, 23, 23A, 24, 25, 25A, 25B, 25C, 25D, 25E, 26, 26A, 26A½, 26B, 26C, 26D, 26E, 26F, 26G, 26H, 26I, 27B, 28, 28A, 28B, 32, 38A, 38B, 39, 40, 46, 50, 52, 53, 54, 58, and 59.

Supervision Today, Robbins, S. P., and DeCenzo, D. A., **Fourth Edition, 2004 or Fifth Edition, 2006.** (Prentice-Hall, Inc.)

Chapter 1: **Defining the Supervisor's Job** entire chapter, omitting section "Where Do Supervisors Come From?" (pp. 13-14)

Chapter 7: **Solving Problems and Making Decisions** (entire chapter)

Chapter 8: **Motivating Your Employees**, entire chapter, omitting sections on "Should Employees Be Paid for Performance or Time on the Job? How Can Supervisors Motivate Minimum-Wage Employees? What's Different in Motivating Professional and Technical Employees? and How Can Employee Stock Ownership Plans Affect Motivation?" (pp. 221-224)

Chapters 9, 10, and 11 : **Providing Effective Leadership, Communicating Effectively, and Supervising Groups and Work Teams** (entire chapters)

Chapter 14: **Handling Conflict, Politics, Employee Discipline, and Negotiations** (entire chapter, omitting sections on **Understanding Organizational Politics and Negotiation** (pp. 378-383 and pp. 391-394)

Chapter 15: **Dealing with Change and Innovation** (entire chapter)

**Note: Since the Fourth Edition of Supervision Today is going out of print, applicants can study from either the Fourth Edition or the new Fifth Edition. They will only be tested on content which is in both editions for the above referenced subject areas. Use the bolded topics to find the chapters and pages in the new Fifth Edition.**

(Questions concerning enhancing understanding, building a team, applying a supervisory skill, and thinking critically at the end of each chapter and questions concerning news flashes will not be included.)

(Please note that to purchase Supervision Today applicants can contact a college, university, or local bookstore to order this book or they can order over the web at [www.amazon.com](http://www.amazon.com).)

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### **PUBLISHERS OF READING LIST TEXTS**

- Brady Prentice Hall, 200 Old Tappan Road, Old Tappan, NJ 07675; (800) 947-7700; [www.bradybooks.com](http://www.bradybooks.com)
- Fire Engineering, P. O. Box 21288, Tulsa, OK 74121-9971; (800) 752-9768; [www.pennwellbooks.com](http://www.pennwellbooks.com)
- IFSTA (International Fire Service Training Association), Fire Protection Publications; Oklahoma State University, 930 North Willis, Stillwater, OK 74078-0118; (800) 654-4055; [www.ifsta.org](http://www.ifsta.org)
- Prentice-Hall, Inc., P. O. Box 11071, Des Moines, IA 50336; 1-800-811-0912; [www.informit.com/sales/kb](http://www.informit.com/sales/kb) or [www.bradybooks.com](http://www.bradybooks.com)

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Please note that the Human Resources Division does not recommend specific bookstores for the purchase of reading list texts. For local vendors, contact the publisher at the telephone number listed or check with your department or local union representative for assistance. Many local bookstores will be able to special-order any text not carried in stock. Any questions regarding the reading list may be directed to Christine Barbas, Ed. D., Personnel Selection Specialist, at (617) 878-9745. Please request additional copies of this list from your department's personnel office. This reading list is also posted on the Human Resources Division website in the Civil Service section at [www.mass.gov/civilservice](http://www.mass.gov/civilservice) under Examination Information.

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